

GUIDELINES FOR THE OTAY WATERSHED WORKING GROUP

MEMBERSHIP STRUCTURE AND ROLE:

The Working Group is open to all individuals and should represent a broad cross-section of interests and groups from the Otay River Watershed. Individuals will become members of an interest group that best represents their goals and objectives. In order to meet the goal of maintaining an equal number of representatives for each interest group, the Working Group shall solicit approximately four representatives and one alternative for each interest group. The Policy Committee may select additional interest group representatives, as it deems necessary.

This Working Group shall serve in an advisory capacity to both the Otay River Watershed Management Plan (ORWMP) and the Special Area Management Plan (SAMP). The Working Group will, among other things, provide review and input to the Project Team on the preparation of a Watershed Management Plan for the Otay River. This Group or a subgroup will also provide review and input to the Project Team on the SAMP.

The Project Team consists of staff from the jurisdictions involved in the ORWMP and the SAMP. In addition to receiving input from the Working Group, the Project Team may decide to meet separately with individuals or subgroups of the Working Group as necessary to provide information to or receive input on specific issues.

The Policy Committee is identified in the Joint Exercise of Powers Agreement (JEPA) for the ORWMP. The Policy Committee shall consist of a single representative appointed by each signatory Public Agency and shall provide direction to the Project Team for administering the JEPA.

An Executive Steering Committee shall be established for the ORWMP and shall consist of a single representative from each of the signatory agencies participating in the ORWMP. In the event that issues arise in the Working Group for which consensus cannot be reached, the issues shall be elevated to the Executive Steering Committee for decision and/or direction.

SELECTION PROCESS:

Potential members of the Working Group will be solicited through several methods. The first method will be through on-line input received from a survey located on the Project Clean Water web site

(www.projectcleanwater.org/html/ws_otay.html). Secondly, members will be solicited through participation in several public meetings. In order to reach the largest possible audience, potential members will be notified through the Project Clean Water web site, by invitation to specific target groups and property owners with an interest in the Otay River Watershed and lastly, through advertisement in a general newspaper

After solicitation of potential members, a public meeting will be held to establish the five interest groups that will make up the Working Group. Interested individuals attending this meeting will select one of the following interest groups to join:

- Property Owner
 - This group shall include but not be limited to large public property owners, large private property owners and small private property owners.
- Business / Building
 - This group shall include but not be limited to building industry representatives, industrial industry representatives and local business groups.
- Environmental
 - This group shall include but not be limited to water quality groups, habitat and species protection groups and land preservation groups.
- Recreational
 - This group shall include but not be limited to equestrian groups, bicycle groups and hiking groups.
- Resource Agencies
 - This group shall include but not be limited to the U.S. Fish and Wildlife Service, U.S. Fish and Wildlife Service Refuges, California Department of Fish and Game, Bureau of Land Management, Environmental Protection Agency, Regional Water Quality Control Board, and the Army Corps of Engineers.
- Additional group if necessary
 - A new group shall be created if a significant number of interested parties are not included under the above five groups.

The Working Group representatives will be expected to adhere to the guidelines contained in this document. In the event an interest group is not able to recommend a representative and/or alternate, the Project Team will make a recommendation to the Policy Committee for whom to appoint as the representative and/or alternate for that interest group. The Policy Committee will consider but not be limited to the recommendations of the Project Team or the interest groups in their appointment of representatives.

GENERAL FUNCTIONS AND DUTIES:

The Working Group is a committee of people that will fulfill the roles of the Stakeholder Committee identified in the Joint Exercise of Powers Agreement for the ORWMP as well as that of the Working Group identified in the Cooperative Agreement for the SAMP. The Working Group will serve primarily to identify and discuss issues and concerns, opportunities and constraints, and objectives related to the ORWMP and the SAMP. In addition, they will review information and provide comments from select area-wide studies. These studies would include but not be limited to: environmental baseline studies, function and values report, water quality analysis and modeling techniques. As a result the Working Group is expected to function as a consensus system on all issues so as to provide guidance to the Project Team, the Executive Steering Committee and the Policy Committee that will result in the development of achievable goals, objectives, policies and implementation strategies for the ORWMP and SAMP. In the event that issues arise for which consensus cannot be reached, the issues shall be elevated to the Executive Steering Committee for decision and/or direction.

The duties of the Working Group are:

- To identify a chairperson who will co-chair meetings of the group and represent the group at other meetings, hearings or other public events.
- To work toward consensus with all members on all issues.
- To assist in the identification of solutions that work.
- To review and provide input on key issues and objectives related to the environment, agriculture and economic development within the watershed.
- To review and provide feedback on the Goals, Objectives and Policies of the ORWMP.
- To provide periodic reports on the status and outcome of issues raised by the Working Group to various committees of the ORWMP and the SAMP.
- To provide recommendations on the ORWMP to the Policy Committee.
- In the event that there are conflicts, actual or perceived, between the ORWMP and SAMP, recommendations shall be made to the Policy Committee for appropriate resolution.

The duties of the Representatives are:

- The representatives of the interests groups in the Working Group shall be recognized and serve at the pleasure of the Policy Committee and for a term set by the Policy Committee. In the event that the Policy Committee sets no term of service the term shall be for the duration of the development of the plan.
- Representatives will communicate issues back to the interest group(s) that they represent.
- Representative attendance at meetings is critical to the functioning of the Working Group. Any representative of an interest group, who cannot

attend a meeting, should notify the Chair or the Project Manager prior to the meeting.

- When the representative cannot attend, the designated alternate representative should come in his/her place.
- If a representative is unable to continue in their duties as a representative of their interest group, the designated alternate representative should take his/her place, if no alternate representative is available, then the Project Team and/or the Policy Committee should choose a new alternate representative.

OPERATION OF MEETINGS:

- All meetings will be presided over by the Co-Chairperson(s) representing the Working Group and the Project Team.
- Meetings will be held, at minimum, on a quarterly basis and as frequent as necessary to achieve consensus.
- Meetings will be open to the public and notices will be either mailed to interested parties, posted in a public location and on the Otay River Watershed Plan website www.projectcleanwater.org/html/ws_otay.html or advertised in a paper of general circulation per requirements of the Brown Act.
- Decision-making and any recommendations by the Working Group will be by consensus.
- A simple majority of representatives will constitute a quorum for conduct of business. In the absence of a quorum, a single representative may move to adjourn.